

INSTRUCTIONS
DO NOT SUBMIT THIS INSTRUCTIONS PAGE WITH YOUR TIME REPORT.

- Complete all heading information.
Note: Circle E, SE, or 2 (See explanation below).
- Record appropriate attendance code and hours used. **Please note:** New attendance codes for Family Activity Leave (FAL), Family Crisis Leave (FCL), and Family Medical Leave Act (FMLA) absences have been added. Rank and File employees refer to your Bargaining Unit contract for more information. Excluded employees refer to ASL 02-05, Work and Family Programs, for more information. The following chart shows which bargaining units these new codes apply to:

| Bargaining Unit | Family Activity Leave | Family Crisis Leave | Family Medical Leave Act |
|-----------------|-----------------------|---------------------|--------------------------|
| 01 | X | X | X |
| 02 | | | X |
| 03 | X | X | X |
| 04 | X | X | X |
| 05 | X | X | X |
| 06 | | | X |
| 07 | X | X | X |
| 08 | | | X |
| 09 | | | X |
| 10 | | | X |
| 11 | X | X | X |
| 12 | X | X | X |
| 13 | X | X | X |
| 14 | | | X |
| 15 | X | X | X |
| 16 | X | X | X |
| 17 | | | X |
| 18 | X | X | X |
| 19 | X | X | X |
| 20 | | | X |
| 21 | X | X | X |
| Excluded | X | X | X |

- Record overtime code and hours worked in appropriate column
- If no leave credits are used, check the **"NO LEAVE CREDITS TAKEN"** box.
- AWW participants – In months where a deficit of hours occurs and you prefer to charge leave credits other than as stated in the Terms and Conditions of your agreement, please indicate your preference in the **"Charge Deficit Hours To"** section.
- Sign, date, and submit to your supervisor.

WORK WEEK GROUP E OR SE EMPLOYEES (formerly 4C)

Work Week Group E applies to all other Bargaining Unit or Excluded employees in designated classifications.

Work Week Group SE only applies to Bargaining Unit 2 employees in designated classifications.

- Unless a full day of absence proportionate to your timebase is being reported, **DO NOT COMPLETE A TIME REPORT.**
- WWG E and SE employees **CAN NOT** be on a formal alternate work schedule.

CONTACT YOUR PERSONNEL SPECIALIST FOR ASSISTANCE.